

**GRANTS AWARD PROGRAM (GAP) CONCEPT PAPER**

1. **BACKGROUND INFORMATION (*max 1 page)***
2. **Lead Organization**

|  |  |
| --- | --- |
| **Project Title:** | *Please limit to 15 words or less.* |
| Organization name: | *Name of applying/lead organization* |
| Organization Address: | *Headquarters/office* |
| Type of Organization: | *(NGO, Private, community-based organization/association, Academia etc.)* |
| Date of incorporation of Organization: | *(mm/dd/yyyy)* |

1. **Main Contact**

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info (email and telephone): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Duration:**

 ***Proposed start date: (****mm/dd/yyyy)* ***Duration (months):*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***Award Category***

*Please select one of the Belize Fund’s Award Categories below.*

[ ]  - Community Grant [ ]  - Small Grants

[ ]  - Medium Grant[ ]  - Large Grant

1. **Link to Belize Fund For A Sustainable Future (Belize Fund) Thematic Area (TA):**

*Please select the most relevant Thematic Area the proposed project will be aligned with (Check only one)*

[ ]  - TA2. Sustainable Fisheries [ ]  - TA4. Blue Business Innovation

1. **PROJECT SUMMARY (250 words)**

*In this section, please provide an overview of the proposed project which should include the following information:*

* A summary of the key points and actions of the initiative.
* The project context and project location.
* The issue/problem statement to be addressed (the problem/threat) and proposed approach/solution.
* How will this proposed project directly contribute to the selected **Belize Fund Thematic Area (TA**)

*The Belize Fund will not fund projects that do not respond to or are not directly aligned with a TA.*

1. **PROJECT GOAL AND OBJECTIVES (200 words)**

*In this section, please list and describe the following:*

* What is the **goal** of the proposed project?
* What are the specific **objectives** of the proposed project?
* The potential impact of the project – what might be the longer-term impact of your project?
1. **PROJECT OUTPUTS AND ACTIVITIES (500 words)**

This section should contain a clear and specific statement of what the proposed project will accomplish. Demonstrate how these activities will lead to the achievement of the project goal. This section should include:

* The **specific outputs** that the project aims to produce. *What outputs are the project intend to design and/or deliver?*
* The **specific activities** that the project will conduct. *How will the activities provide the desired outputs?*
1. **Project budget summary**

*What is the estimated cost for the implementation of the proposed project? How much do you foresee the Belize Fund contributing towards the proposed project? Please provide the total funds being co-financed.*

|  |  |  |
| --- | --- | --- |
| **Contributing Organizations**  | **Total Contribution (BZD)** | **Percentage (%)** |
| **Total Funds requested from Belize Fund** | *Salary* |  *$ -* | * %
 |
| *Travel/accommodation* | *$ -* |
| *Equipment/supplies* | *$ -* |
| *Contracted Services* | *$ -* |
| *Operational Costs* | *$ -* |
| *Education/outreach* | *$ -* |
| *Training* | *$ -* |
| *Administrative* | *$ -* |
| *TOTAL*  | *$ -* |
| **Total Co-financing:** | *$ -* | * %
 |
| **Total Project Estimated Cost** | *$ -* | **100%** |

I hereby declare that all the above information is correct and accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Legal Representative Date

[To be deleted prior to submission]

Important note:

A concept paper is not a vague exploration of an idea, but a condensed version of a proposal. It is expected that you have already thought through your proposed project, the budget included, and you are presenting a summary.

The concept paper should not exceed 5 pages (letter size) including the cover page and any charts or diagrams. Use font: Times New Roman, size: 11. Single or double space is acceptable.

Belize Fund does not have budget limits for each category, but all proposals must adhere to the following criteria.

Salaries:

1. 100% of staff salaries can be covered by the Belize Fund, provided that the position is fully and exclusively involved in the implementation of the Belize Fund project activities.
2. Up to 60% of staff salaries can be covered by Belize Fund, provided that they are directly involved in the implementation of Belize Fund project activities.
3. Up to 20% of administrative staff salaries, such as Executive Director, Finance personnel, drivers, accountants, and HR etc, can be covered by the Belize Fund.
4. Up to 10% of the overall project budget can be considered under administrative costs such rent, utilities, office supplies, courier etc (*overhead*). Up to 15% if using an intermediary.
5. The other budget categories do not have limits, for now, but will only be accepted if they are directly supporting a specific activity.

Co-financing under the GAP is required based on the size or category of an award.

1. There is no co-financing requirement for community small grants of up to BZD $50,000.00
2. Medium grants between BZ$50,000.00 to BZ$150,000.00 require that 10-25% of the total project cost be co-financed by the applicant or collaborating partners.
3. Large grants above BZ$150,000.00 require that between 25-50% of the total project cost be co-financed by the applicant and/or collaborating partners.

Private sector applicants will be required to provide a 1:1 co-financing. Co-financing can be in the form of cash or in-kind (combined).

Use the following checklist for guidance on required documentation:

|  |  |
| --- | --- |
|  | Supporting Documents  |
| [ ]   | Certificate of Registration |
| [ ]   | Articles of Association/Business Extract |
| [ ]  | Certificate of Good Standing (BCAAR) |